



# Navy Directives References and Enclosures

Presented By:  
DNS-15



# References and Enclosures

## REFERENCES



# References and Enclosures

## References

**References are not required in directives. However, if a document(s) will significantly facilitate the understanding of a directive or has a direct bearing on the subject matter, references are used.**

- Keep to a minimum. Not every document cited needs to be a reference.
- Avoid unnecessary or complicated references (SECNAV M-5216.5).
- Must be current – no draft documents or those soon-to-be cancelled or previously cancelled
- In reference section, list alphabetically ((a) through (z)) in the order in which they are cited individually within the text of the directives cover letter. **Please Note:** each reference must be cited within the text of the directives cover letter in the order they are listed in the reference section and vice versa.
- Avoid NOTAL ('not to all') references. Use documents that are in the hands of addressees or are easily accessible (i.e., via the Internet) (OPNAVINST 5215.17).



# References and Enclosures

## References

- At least two lines of the “Purpose” paragraph must be on page 1 of all Navy directives. If there are too many references to allow this, continue with the references in an enclosure (normally enclosure (1)).  
Ref: (a) . . .  
      (g)  
      (h) through (p) – see enclosure (1)
- If there are more than 26 references, continue the identification with (aa), (ab), (ac), etc. (SECNAV M-5216.5)
- “Series,” “latest edition,” etc. are not allowed when identifying references; must cite the current version.
- The reference(s) of a directive do not become obsolete merely because a revision has been issued, and no change to a directive will be issued merely to update such a reference.



# References and Enclosures



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

Lowercase letter in parentheses before the description of every reference

(Ensure that the "Show All" button (¶) is on from the Standard Toolbar in order to view the format properly)

OPNAVINST SSIC.XX  
Sponsor Code  
DD Mmm.YYYY  
(leave date blank; add  
once signed)

If more than one line to describe a reference, please align with the first word on the first line.

¶  
OPNAV INSTRUCTION SSIC.XX (Refer to SECNAVINST 5215.1E and OPNAVINST 5215.17 for the DON Directives Issuance System policies, procedures and responsibilities. The SSIC number should reflect the most important subject covered in the instruction -- refer to SECNAV M-5210.2.)  
¶

¶  
From: Chief of Naval Operations

¶  
Subj: TITLE OF INSTRUCTION IN ALL CAPS (DO NOT USE ACRONYMS IN  
SUBJECT LINE) ¶

¶  
Ref: (a) Any applicable references are inserted here  
(b) References must be current and listed alphabetically  
In order as they are cited in the text  
(c) Keep references to a minimum

¶  
Encl: (1) All enclosures must be identified here exactly as  
the title appears on the actual enclosure  
(2) They must be listed numerically as they appear in the  
text  
(3) All enclosures must be legible and reproducible

Three spaces follow the colon



# References and Enclosures

## Citation of References

Refer to SECNAV M-5216.5, chapter 7, paragraph 10d (subparagraphs (1) through (18)) from pages 7-7 to 7-10 for citation examples.

### Navy Instructions

(7) A Navy instruction requires (a) the SNDL short title combined with the term “INST” and (b) the SSIC with the consecutive number and, if any, a revision letter. If referencing a large instruction, do not call out the chapter, section, or paragraph in the reference line, instead, identify them when using the reference in the text of the correspondence.

#### EXAMPLE:

SECNAVINST 7510.1

(identifying an enclosure, chapter, section or paragraph of a reference in the text)  
“Reference (a), enclosure (3), paragraph 11a(2) requires ...”



# References and Enclosures

## Citation of References

### Navy Notices

(8) A Navy notice requires (a) the SNDL short title of issuer combined with the term “NOTE” and the SSIC, (b) the serial number, (c) the date, and (d) the cancellation date enclosed in parenthesis (e.g., (Canc: Aug 08)). If referencing a large notice, do not call out the chapter, section, or paragraph in the reference line, instead, identify them when using the reference in the text of the correspondence.

#### EXAMPLE :

OPNAVNOTE 5216 Ser 09B/6U709210 of 21 May 08 (Canc: May 09)

**NOTE:** SECNAV/OPNAV directives use 4-digit years since they are permanent Federal records. For the example above, “. . . of 21 May 2008 (Canc: May 2009)”





# References and Enclosures

## Citation of References

### Navy Publications

- (13) A Navy publication requires (a) the issuer and (b) the publication number.

EXAMPLE:

NAVPERS 15018





# References and Enclosures

## Citation of References

### Navy Memos and Letters

- Per OPNAVINST 5215.17, avoid referencing memos and letters because they are considered short-term documents.

(1) Naval correspondence requires (a) the SNDL originator short title, (b) the type of correspondence (“ltr” or “memo”), (c) the SSIC, (d) the originator’s code by itself or in a serial number, and (e) the date. If the reference was not dated, type “(undated)” as illustrated below.

#### EXAMPLE:

COMCARSTRKGRU NINE ltr 7200 Ser N00/124 of 17 Apr 15  
USS PORTER ltr 5216 Ser DDG 78/437 of 7 Mar 06 (NOTAL)  
CNO memo 5216 Ser 09B33/6U317731 (undated)



# References and Enclosures

## Citation of References

### Department of Defense Directives and Instructions

(9) A DoD directive or instruction requires (a) the short title of issuer with either Instruction or Directive, (b) the SSIC with consecutive number, and (c) the date with the month spelled out. If referencing a large instruction or directive, do not call out the chapter, section, or paragraph in the reference line, instead, identify them when using the reference in the text of the correspondence.

#### EXAMPLE:

DoD Directive 2000.1 of 6 May 2006  
DoD Instruction 1995.1 of 4 April 2008



# References and Enclosures

## Citation of References

**Department of Defense Publications and Manuals** (DoD Pubs (guides, inventories and regulations) will be discontinued as manuals upon reissuance)

(10) A DoD publication requires (a) the short title of issuer (b) the publication number, (c) the publication type, (d) the title, and (e) the date.

### EXAMPLE:

DoDD 4000.25-R-1, DoD Logistics Data Element Dictionary/Directory, January 1990  
DoDM 5200.01 Volume 3, DoD Information Security Program: Protection of Classified Information of 24 February 2012

**Please NOTE: these examples for DoD pubs are incorrect in the June 2015 SECNAV M-5216.5.**  
**Correct citations are:**

DoD 4000.25-R-1, DoD Logistics Data Element Dictionary/Directory, January 1990  
DoD Manual 5200.01, Volume 3, DoD Information Security Program: Protection of Classified Information, 24 February 2012 \*\*

\*\* DoD manuals issued PRIOR to 2007 are cited as “DoD 1234.56-M, (Subject), (Date).” 2007 to present are cited as “DoD Manual 1234.56, (Subject), (Date)”



# References and Enclosures

## Citation of References

### Federal Regulations

(14) Code of Federal Regulations requires (a) the title number, (b) the term “CFR”, (c) the part or chapter number, and (d) the section number (optional).

EXAMPLE :

41 CFR 201-45.000

(15) Federal Register (FR) requires (a) the volume number, (b) the term “FR”, and (c) the page number.

EXAMPLE :

21 FR 623

(16) A United States Code requires (a) the title number, (b) the term “U.S.C.”, (c) the section symbol (§), and (d) the section number. Do not include spaces in the term “U.S.C.”

EXAMPLE :

28 U.S.C. §1498



# References and Enclosures

## Citation of References

### Executive Orders

- (17) An Executive Order requires (a) the term “E.O.” and (b) the order number.

EXAMPLE:

E.O. 12564



# References and Enclosures

## Citation of References

### Chairman, Joint Chiefs of Staff Instructions and Manuals

The Chairman, Joint Chiefs of Staff instructions and manuals are cited similar to Navy instructions: short title "CJCS" followed immediately with term "I" or "M" and then the instruction/manual number and point number and, if any, a revision letter

Example:

CJCSI 1001.01A

CJCSM 3150.13C



# References and Enclosures

## Verification of References

- It is the responsibility of the sponsor/originator to have in hand all references of the Navy directives in which they are responsible.
- To verify currency of references, go to the appropriate official source. For example, all SECNAV and OPNAV directives are listed on the DONI Web site. For NAVAIR directives, go to the NAVAIR Directives Web site, etc.
- A list of DoD and Navy issuances Web sites are located under "Links" on the DONI Web site.

<http://doni.documentservices.dla.mil/links.aspx>

### Information Regarding Government Issuances and Publications

- DEPARTMENT OF DEFENSE (DoD) ISSUANCES
- DoD FORMS MANAGEMENT PROGRAM
- BUMED DIRECTIVES
- BUPERS - NAVPERS DIRECTIVES
- COMNAVRESFORCOM, COMNAVRESFOR, AND COMNAVAIRFORES DIRECTIVES (CAC/registration required)
- NAVFAC DIRECTIVES
- NAVSEA DIRECTIVES
- NAVAIR ISSUANCES
- NETC DIRECTIVES
- SPAWAR ISSUANCES
- USSF DIRECTIVES
- COMSC INSTRUCTIONS AND NOTICES
- MARINE CORPS ORDERS AND DIRECTIVES
- Joint Doctrine, Education, & Training Electronic Information System
- NAVY DOCTRINE LIBRARY SYSTEM (CAC-ENABLED ACCESS ONLY)
- ARMY PUBLISHING DIRECTORATE
- US COAST GUARD ISSUANCES
- AIR FORCE E-PUBLISHING
- NAVY RECRUITING
- MARINE RECRUITING
- COMNAVAIRFOR Instructions (CAC enabled)

### Official DoD and DON Web sites and General Information

- DoD Websites
- Navy Bureau of Medicine and Surgery (BUMED)
- Navy Office of the General Council
- United States Navy Reserve Information
- Department of Homeland Security
- Department of Defense
- DON CHR Site
- Commander, Navy Installations Command (CNIC)
- Privacy Act Information
- NATO
- THE WHITE HOUSE
- Department of the Navy/Assistant for Administration (DON/AA) Web site





# References and Enclosures

## ENCLOSURES



# References and Enclosures

## Enclosure Standards

**Like references, enclosures are not required in directives. However, when more detailed and specific information is needed that does not belong in the directive letter, enclosures will be used.**

- Must be identified in the enclosure section exactly as the title appears on the actual enclosure, in sentence case (actual enclosure title is in ALL CAPS and underlined)
- As with references, must be listed numerically ((1), (2), (3) . . .) in the order in which they are cited within the text of the directive letter **AND** vice versa - must be first cited in the text of the letter of the directive in the order as they are listed in the enclosure section
- All enclosures must be legible and reproducible (this includes all graphs, charts, tables).
- Per SECNAV M-5216.5, enclosing an existing, stand-alone document as an enclosure is not allowed in directives.



# References and Enclosures

## Enclosure Standards (cont.)

- Cannot have a document as both an enclosure and a reference.
- Forms cannot be enclosures to directives unless they are complicated to complete and a **completed** sample is needed (per SECNAV M-5213.1).
- Enclosures to a directive are part of the directive. When the directive is cancelled, the enclosure(s) is(are) normally cancelled as well.
- Enclosures to change transmittals are not marked as “Enclosure (1)” etc., since they bear the marking of the directive being changed. Although actions for removing obsolete or superseded pages, and for inserting pages, are included in a change transmittal, the pages are not labeled as enclosures to the transmittal.



# References and Enclosures



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(Ensure that the "Show All" button (¶) is on from the Standard Toolbar in order to view the format properly)

→ OPNAVINST SSIC.XX  
→ Sponsor Code  
→ DD Mmm YYYY  
(leave date blank; add once signed)

¶  
OPNAV INSTRUCTION SSIC.XX (Refer to SECNAVINST 5215.1E and OPNAVINST 5215.17 for the DON Directives Issuance System policies, procedures and responsibilities. The SSIC number should reflect the most important subject covered in the instruction--refer to SECNAV M-5210.2.¶

¶  
From: Chief of Naval Operations¶

¶  
Subj: TITLE OF INSTRUCTION IN ALL CAPS (DO NOT USE ACRONYMS IN SUBJECT LINE)¶

¶  
Ref: (a) Any applicable references are inserted here¶  
..... (b) References must be current and listed alphabetically in order as they are cited in the text¶  
..... (c) Keep references to a minimum¶

¶  
Encl: (1) All enclosures must be identified here exactly as the title appears on the actual enclosure¶  
..... (2) They must be listed numerically as they appear in the text¶  
..... (3) All enclosures must be legible and reproducible¶

Use a number in parentheses before the description of every enclosure

Two spaces follow the colon

If enclosure title is longer than one line, start consecutive lines under the first letter of the first word of the first line of the enclosure title



# References and Enclosures

## Formatting Enclosures

- Title is in all upper case letters and underlined, centered on the top of the first page of the enclosure. For example:

DEFINITIONS AND PROCEDURES

- Whenever possible, should follow the same format and outline as the directives letter, utilizing the Navy correspondence/directives outline
  - Margins: header, top, bottom, left and right are 1”; footer margins are 0.5 inch.
  - Font: Courier New, font size 12
- As with directives letters, do not include page number on page 1 of enclosures.
- Unlike memos and letters, the enclosure identification (“Enclosure (1)”) must be on EVERY page in the footer of an enclosure, flushed to the right margin.



# References and Enclosures

## Formatting Enclosures (cont.)

- Unlike memos and letters, the page numbers are on the same line as the enclosure identification:

2

Enclosure (1)

- DO NOT include returns after the enclosure identification (i.e., “Enclosure (1)”) in the footer. It causes the enclosure identification to be above the required .5 inch margin.
- When the text of an enclosure runs landscape on the page, the enclosure identification may be made to run parallel to the text, and if so, will be placed in the lower right margin of the footer and no return (slide 23).





Title in  
all caps and  
underlined

# References and Enclosures

Header  
margin  
1 inch

First Page Header -Section 2-

DEFINITIONS AND PROCEDURES

Courier New  
Font 12

Top, bottom,  
right, and left  
margins are  
1 inch

No page  
number on the  
first page of  
the enclosure

Footer  
margin  
0.5 inch

First Page Footer -Section 2-

Enclosure (1)

Enclosure identification  
is flushed to the right  
margin of the footer and  
no return

The page number of  
the enclosure is  
centered and on the  
same line as the  
enclosure  
identification

Header -Section 2-

OPNAVINST XXXX.XX  
DD Form YYYY

sk training evolutions and must include  
and alternate communications, telephone  
call signs, locations of emergency response  
of emergency equipment, equipment shutdown  
site and methods to maintain control of the  
personnel, and all immediate emergency pro  
sh  
ex  
ev  
the EAP may be combined with the pre  
procedur  
respons  
personnel  
and fail  
may  
with the emergency response pe  
increasing the severity of a mi  
your

the EAP may be combined with the pre  
operating pre-mishap plan actions at the  
will complicate the control at the sc  
The priorities  
EAP are to aid and extract victims  
the scene while  
pre-mishap plan would preserve the sce  
and ensure proper  
supporting after the event.

7. Evaluation. The process of ascertaining or judging the  
value or adequacy of an action or an out  
by careful  
appraisal of previously specified data in light of the  
particular situation and the goals or objectives previously  
established. (See also: inspection)

8. Evaluator. An individual who has gained the required  
training and experience, as evaluated by the cognizant  
authority, to make an independent judgment or assessment of  
situational conditions in order to validate the worth or value  
against a set of standards, instructions, directives, etc.

9. First Aid. Any initial, one-time treatment and any follow-  
up visit for observation of minor scratches, cuts, burns,  
splinters, minor reactions or irritants from the training  
environment, etc., that does not ordinarily require medical  
care. Such one-time treatment and follow-up visit for

Footer -Section 2-

2

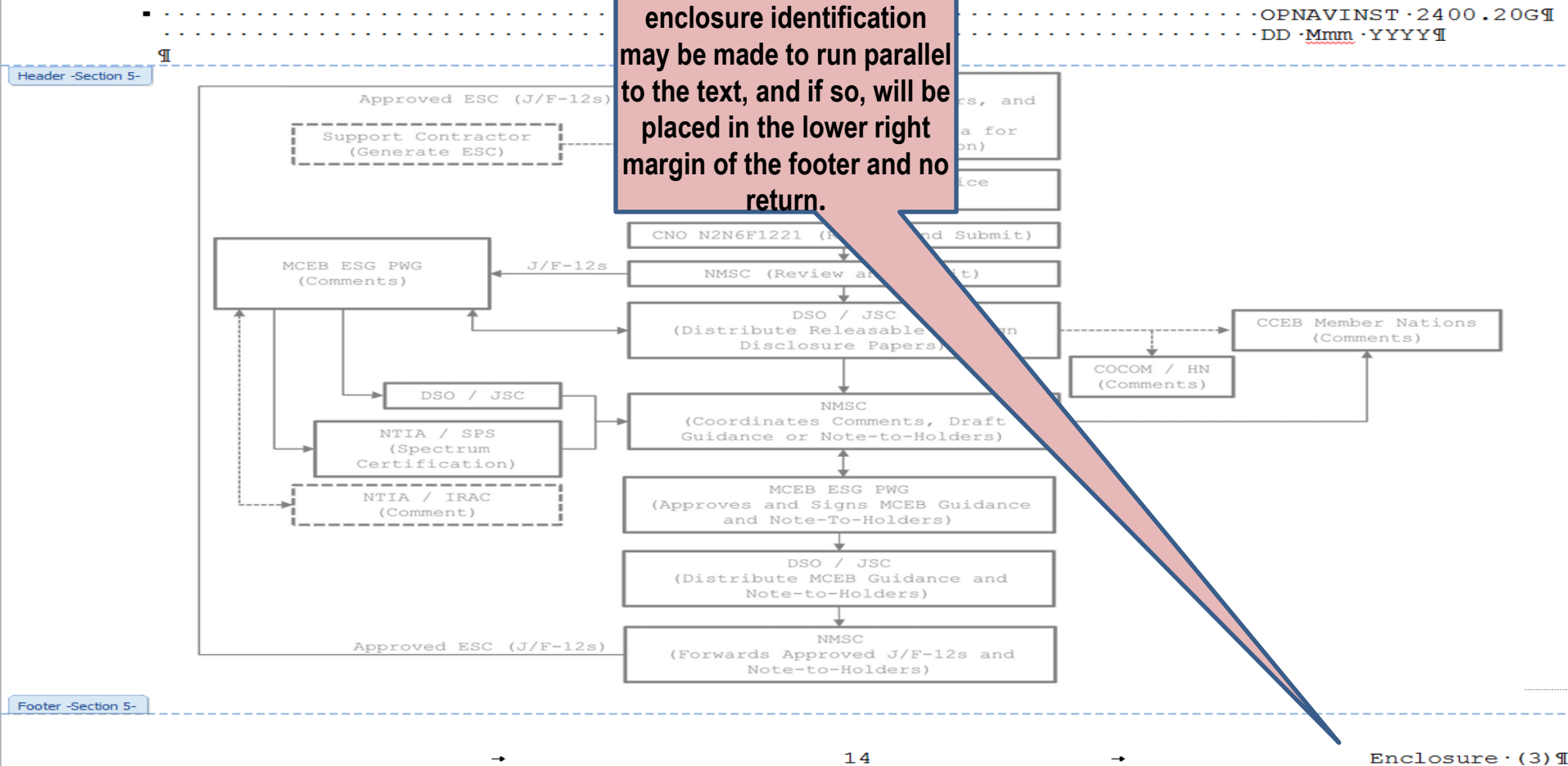
Enclosure (1)





# References and Enclosures

When the text runs landscape on the page, the enclosure identification may be made to run parallel to the text, and if so, will be placed in the lower right margin of the footer and no return.





# References and Enclosures

Enclosure in  
change  
transmittal

## Change Transmittal

Changed  
pages are not  
labeled as  
“Enclosure” in  
the change  
transmittal

DEPARTMENT OF THE NAVY  
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OPNAVINST 4200.7 CH-1  
N41

OPNAV INSTRUCTION 4200.7 CHANGE TRANSMITTAL 1

Subj: OFFICE OF THE CHIEF OF NAVAL OPERATIONS SERVICES CONTRACT  
REQUIREMENTS MANAGEMENT

Encl: (1) Revised Page 7  
(2) Revised Page 8

1. Purpose. To change Commander, Naval Supply Systems Command (NAVSUPSYSCOM) and Fleet Logistics Center Norfolk (NAVSUP FLC NORFOLK) contract support services contract performance metric reporting requirements to the Director, Naval Staff (DNS) to allow sufficient time for data assembly and staffing of reports and to remove redundant reporting requirements.

2. Action. Remove pages 7 and 8 of the basic instruction and insert enclosures (1) and (2), respectively.

P. H. CULLOM  
Deputy Chief of Naval Operations  
(Fleet Readiness and Logistics)

Distribution:  
Electronic only via Department of the Navy Issuances Web site  
<http://doni.documentservices.dla.mil> Section Break (Next Page)

1

1) shall serve as the central clearing house for all OPNAV studies. Such studies, including those in the integrated analytic agenda, will be governed by this instruction and shall comply with Assistant Secretary of the Navy (Research, Development, and Acquisition) ASN RD&A policy and the established service contract requirement review process.

2) Commander, NAVSUPSYSCOM shall:

(1) Serve as the single point of discussion for all OPNAV CSS requirements.

(2) Provide guidance and expertise on the OPNAV services requirements contracting process. Specifically, issue the formal process for contracting for CSS, include required documentation and the timeline for submission by OPNAV. Establish metrics to reflect effectiveness of CSS contract support, including requirements definition and contract award, and report to DNS on a quarterly basis. Reports shall be submitted to DNS no later than 30 calendar days following the end of each quarter. An annual performance metric report shall satisfy the quarterly reporting requirement for the fourth quarter.

(3) Ensure that OPNAV service contracts comply with applicable statutes, regulations, policies, and other requirements. These include the Competition in Contracting Act; Public Law 100-453, Organizational Conflict of Interest; the Procurement Integrity Act; the Anti-Inefficiency Act; Personal Services and Joint Ethics Regulations; and the Proper Use of Non-DoD Contracts policy memorandum issued on 29 October 2004 by the Acting Under Secretary of Defense (Comptroller).

(4) Establish a training curriculum to cover key areas of the process from development of requirements to contract closeout that includes, at a minimum, market research, source selection, and effective contract management. NAVSUPSYSCOM will provide initial concentrated training for OPNAV action officers to give them a better understanding of their responsibilities for effectively managing contractor services from planning to payment. Specifically, OPNAV services contracts shall not be

Page Break



# References and Enclosures

## REFERENCE SCENARIO



# References



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

..... OPNAVINST XXXX.XX  
..... NXX  
..... DD Mmm YYYY

¶  
OPNAV INSTRUCTION XXXX.XX

¶  
From: Chief of Naval Operations

¶  
Subj: XX

¶  
Ref: (a) DODI 1322.25 of 7 Jul 14  
..... (b) DODD 5530.3 of 18 May 11  
..... (b) OPNAVINST 1700.2 (Series)  
..... (c) Draft SECNAVINST 3200.5  
..... (d) 10 U.S.C. 2005  
..... (e) OPNAVNOTE 5400 Ser DNS-33/15U102268  
..... (f) CNO MEMO: "Force data management"

¶



# References



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

.....OPNAVINST XXXX.XX  
.....NXX  
.....DD Mmm YYYY

OPNAV INSTRUCTION XXXX.XX

From: Chief of Naval Operations

Subj: XX

Ref: (a) DoD Instruction 1322.25 of 7 July 2014  
.....(b) DoD Directive 5530.3 of 18 May 2011  
.....(c) OPNAVINST 1700.2C  
.....(d) 10 U.S.C. §2005  
.....(e) OPNAVNOTE 5400 Ser DNS-33/15U102268 of 25 May 2015  
.....(Canc: May 2016)  
.....(f) CNO memo 5216 Ser DNS-33/15U317732 of 23 Apr 2015

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# Enclosures

## ENCLOSURE SCENARIOS





# Enclosures



DEPARTMENT OF THE NAVY  
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2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

..... OPNAVINST XXXX.XX  
..... XX/XXX  
..... DD Mmm YYYYY

¶

OPNAV INSTRUCTION XXXX.XX

¶

From: Chief of Naval Operations

¶

Subj: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

¶

Encl: (a) APPROVAL AUTHORITIES

..... (b) OPNAV 12452/2

..... (c) SECNAVINST 1700.2C

¶





# Enclosures



DEPARTMENT OF THE NAVY  
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2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

¶

.....OPNAVINST XXXX.XX¶  
.....XX/XXX¶  
.....DD Mmm YYYY¶

¶

OPNAV INSTRUCTION XXXX.XX¶

¶

From: Chief of Naval Operations¶

¶

Subj: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX¶

¶

Ref: (a) SECNAVINST 1700.2C¶

¶

Encl: (1) Approval Authorities¶

¶

¶

¶

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Deleted: (b) OPNAV 12452/2¶  
Deleted: (c) SECNAVINST 1700.2C



# Enclosures

.....OPNAVINST XXXX.XX¶  
.....DD Mmm YYY¶

¶

## Approval Authorities¶

¶

1. Approval authorities may submit requests for authorizations to negotiate international agreements concerning the matters described below and, as separately authorized in accordance with references (d) and (e), they may carry out responsibilities with respect to the initiation, negotiation, and conclusion of international agreements. CNO, VCNO, and CNO (N3/N5) may withhold the authority to carry out such responsibilities.¶

¶

2. All other listed approval authorities may take actions under this instruction with respect to those international agreements that fall within the appropriate subcategory. If an international agreement would fall into two categories, the more specific category shall be used (e.g., oceanography implementing agreement under a DoD agreement would fall into both categories 4 (a) and 4 (c); however, category 4 (c), subcategory Oceanographic Matters, would be the appropriate one to use). Fleet-component refers to echelon 2 naval component commanders: Fleet forces.¶

¶

3. Per references (a) through (e), request authorization to negotiate an international agreement concerning the [subject matter] with [countries involved] based upon the proposed text (enclosure (1)). [Further, if additional consultation with the Department of State is required, explain why and request that OSD(P) coordinate such consultation: "It appears necessary for USD(P) to request the Secretary of State for Circular 175 authorization to negotiate and conclude this proposed international agreement because \*\*\*."]¶

¶

4. Fiscal memorandum attached as enclosure (2) [the comptroller for the initiating command should prepare the fiscal memo]. Legal review attached as enclosure (3) [initiating command should request assistance from OJAG Code 10 to develop the legal review as well as the entire request for authorization].¶

¶

.....Section Break (Next Page).....



# Enclosures

.....OPNAVINST XXXX.XX¶  
.....DD Mmm YYYY¶

## APPROVAL AUTHORITIES

¶  
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→ → Enclosure (1)¶



# References and Enclosures

## Questions & Answers



# Contacts

## **Abby Coppinger**

### **DNS-15 CTR Directives Team Lead**

- Chief of Naval Operations Staff (DNS-15)  
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Washington, DC 20350-2000
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- DSN: 312-224-7579
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## **Armin Zotaj**

### **DNS-15 CTR Directives Team Assistant**

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- Phone: 703-614-7581
- DSN: 312-224-7581
- armin.zotaj.ctr@navy.mil

## **Mary Beth Bowen**

### **Navy Directives Manager**

- Chief of Naval Operations Staff (DNS-15)  
2000 Navy Pentagon, Room 4E569  
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- Phone: 703-614-7582
- DSN: 312-224-7582
- marybeth.bowen@navy.mil